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Class Specifications  
for the Class:

PROPERTY MANAGER VI

Distinguishing Characteristics:

This class reflects responsibility for planning, directing, and coordinating a large statewide property management program. A position in this class is located in a large division and serves as principal advisor and assistant to the division chief in all matters relating to the property management program; develops, recommends and implements divisional policies and procedures which are consistent with those of the department; and plans, assigns and reviews the work of subordinate property managers and clerical/technical support staff.

Example of Duties:

Directs and coordinates the preparation for disposition of land, improvements, facilities and interests in land by lease, easement, concession, licenses or permits through public auctions, calls for bids, or direct negotiation; serves as principal advisor to the Administrative Services Officer, Division Chief, and District Managers in matters concerning the property management program; develops, recommends and implements policies and procedures consistent with those of the department; actively participates in reviewing, amending and developing policies and procedures for the departmental property management program; serves as expert witness in formal and informal public hearings and testifies in court and gives depositions on behalf of the department; serves on construction design teams as the property management representative; coordinates the relocation of tenants with divisional engineers; directs, coordinates and participates in the drafting of leases, addenda, and agreements; promotes participation by lessees in the Federal Government's Disadvantaged Business Enterprise (DBE) program by recommending such terms and conditions into lease agreements and developing divisional policies outlining such action; develops a Schedule of Rates and Charges; drafts and negotiates appraisal contracts; reviews appraisers' work; assigns, schedules, and reviews work of subordinates; develops procedures, work methods and techniques for the efficient management of real properties and/or facilities; provides training for the development of subordinates; conducts pre-bid meetings which include answering written and verbal questions concerning objectives and requirements for concessions that are being bid for; conducts public auctions or concession bidding; reviews terms and conditions of existing leases; renegotiates leases, easements, concessions or permits on a timely

basis; continuously reviews tenants' financial standing; makes visual inspections of premises to determine repair needs, compliance with terms and agreements of lease agreements; coordinates the processing of lease, addenda, agreements, licenses and permits with district superintendents; and coordinates the acquisition of real property and processes Executive Orders.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the lower levels:

Knowledge of: Thorough knowledge of lease documents that pertain to the use of real property and/or facilities; legal documents and instruments pertaining to real property acquisition; operations of a large property management program; and principles and practices of supervision.

Ability to: Coordinate and direct property management operations; interpret real estate market conditions and trends; accurately estimate real property values; speak and write effectively; and maintain good and effective public relations.

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This is the first specification for the new class,  
PROPERTY MANAGER VI.

Effective Date: 2/1/90

DATE APPROVED: 11/5/93

/s/ Ann K. Kon  
SHARON Y. MIYASHIRO  
Director of Personnel Services